

# Human Resources



By Elvia Rios, Interim HR Director/Interim Civil Service Director  
Tuesday, February 21, 2012

For the City of Weslaco Commission

# Mission Statement



To promote excellence in personnel and human resource administration for the City of Weslaco Employees and Citizens in the provision of quality services and the promotion of high ethical standards.

The City of Weslaco is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. The City promotes affirmative action for minorities, women, disabled persons, and veterans.

# HR Staff



- Interim Human Resources Director      Elvia Rios
- HR Generalist II/Risk Management      Veronica Ramirez
- HR Generalist I      Christine Suing
- Receptionist (TWC Volunteer)      Crystal Garcia

We are committed to providing employees a work place with equal opportunity for advancement and culture of productivity.

# Professional Associations





# WORK BY THE NUMBERS

Walk-ins	2,922
Incoming Calls	6,225
Outgoing Calls	3,735
Insurance	2,645
Job Posting/Applications	1,161
Employment Verification	282
Grievances	83
Workers' Compensation	1,549
Other	8,556
2011 Calendar Year Grand Total	27,158

# Staff Services



- Communicate HR policy and procedures
- Recruit and retain of qualified employees
- Provide solutions to grievances and disciplinary actions
- Support services for the Civil Service Commission
- Administer tests for police/fire entry level and promotions
- Provide trainings for staff development
- Manage daily human resource issues

# 254 City of Weslaco Employees



- Police = 75
- Fire = 59
- Public Facilities = 44
- Public Utilities = 20
- Planning = 12
- Library = 11
- City Secretary = 6
- Finance = 6
- Information Technology = 5
- Municipal Court = 4
- Airport = 4
- City Manager = 2
- Parks & Recreation = 2
- Legal = 1



# A Well Educated and Skilled Work Force

Texas Peace Officer Certification

Telecommunication Certification

Fire Protection Certification

Inspector Certification

Emergency Medical Technician  
Certification

Water Treatment Plant Certification

Water Wastewater Treatment Plant  
Certification

Master Electrician

Electrical Apprentice License

A/C Technician Certification

Executive Management Certification

and more...



# Volunteers

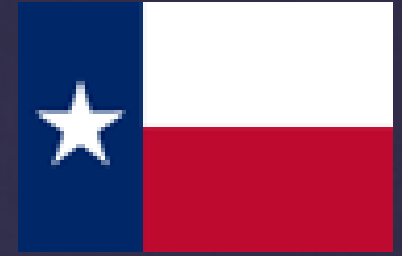
Library	27
Public Facilities	41
Human Resource	1
Fire Department	10
2011 Calendar Year Grand Total	79

## Source of Volunteers

- 1) Hidalgo County Precinct 1-Justice of the Peace
- 2) Weslaco Municipal Court
- 3) Hidalgo County Adult Probation
- 4) Texas Workforce
- 5) UTPA Work-study
- 6) Weslaco Housing Authority
- 7) Region One



# THE LAW



Fair Labor Standards Act (FLSA)

Americans with Disabilities Act (ADA)

Title VII Civil Rights Act

Civil Right Act of 1866

Genetic Information Non-discrimination Act (GINA)

Employee Retirement Income Security Act (ERISA)

Texas Local Government Code (TLGC)

Health Insurance Portability and Accountability Act (HIPPA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA)

Occupational Safety and Health Act (OSHA)





# HR Philosophy:

Enforce HR policies and procedures fairly and consistently

- Confidentiality of Information
  - Personnel Files Policy
  - Attendance Policy
  - Nepotism
- Vacation, Sick, and Holiday Leave
  - Drug Free Workplace Policy
  - Background Check
  - Salary and Benefits



# STAFF DEVELOPMENT 2011-2012

## Past Trainings

- ✓ Keys to Successful Supervision
- ✓ TEEK Work Zone Safety Training
- ✓ Sexual Harassment Training
- ✓ Incident Command System (ICS)
- ✓ Workers' Compensation
- ✓ Loss Prevention
- ✓ Distracted Driving Course

## Upcoming Trainings

- ✓ **Discovery Program**

# ASSIST LEGAL COUNSEL

1. Garza & Pena – Civil Service Attorneys
2. Ramon Vela – General Counsel
3. Shelton & Valadez – Labor Attorneys
4. Bickerstaff Heath Delgado Acosta LLP - Special Counsel
5. Attorneys for Fire & Police Unions

- Arbitration
- Grievances
- Reprimands
- Collective Bargaining Agreements

	FY 2010-2011	FY 2011-2012
Workers' Compensation & Commercial Package	\$760,799	\$553,568
	Savings	\$207,231

### General Insurance

1. Commercial Property Insurance
2. Commercial General Liability
3. Airport Liability
4. Pollution Liability
5. Commercial Crime Liability
6. Law Enforcement Liability
7. Commercial Automobile Insurance
8. Error and Omissions Liability
9. Flood
10. Umbrella Liability Coverage
11. Employers Liability Coverage
12. Workers' Compensation

### Voluntary Insurance

1. Dental & Vision
2. Short/Long Term Disability
3. Universal Life Insurance
4. Cancer
5. Accident Insurance
6. Heart/Stroke





# The Human Resources City of Weslaco Team

